

Canadian Health Economics Association / Association Canadienne d'économie de la santé

CONSTITUTION

Article 1: Name

The name of the organization shall be the CANADIAN HEALTH ECONOMICS ASSOCIATION (CHEA) / ASSOCIATION CANADIENNE D'ÉCONOMIE DE LA SANTÉ (ACES), referred to as "the Association" below.

Article 2: Objectives

The Association was founded in 2017 to help address the needs of economists working in the area of health and health care, and promote the advancement of health economists trained and/or working in Canada.

The objectives of the Association shall be to:

- (a) promote the scholarly work of health economists in Canada, and;
- (b) promote the professional development of the Association's members;
- (c) address additional goals as determined by membership, from time to time.

Section 2.1: Functions

The following are functions of the Association:

- Promote communication, increase the degree of collegiality and exchange of information among the membership;
- Support the development of health economics graduate students
- Identify and communicate to the membership academic employment opportunities;
- Hold workshops, meetings and conferences to present research
- Not assume a partisan position on normative issues
- Represent the views of the Association on positive issues to the appropriate levels of government, educational bodies and other agencies;
- Deal with other activities and undertakings as the executive committee deems appropriate.

Section 2.2: Activities

The Association's activities may include:

- The development and maintenance of a website for use by members
- The holding of conferences or conventions
- The publication of regular or special bulletins
- The dissemination of information on problems of interest to its members
- Any other activities and undertakings as may seem appropriate to the Association

Article 3: Membership

Membership is open to all individuals who are interested in the Association's objectives.

Section 3.1: Membership Types

There are two types of members: (i) regular members, and (ii) student members. Student members are any person who is an MA, MSc, PhD candidate, or post-doctoral fellow at any point during the registration year. All other members are regular members.

Section 3.2: Membership Privileges

Membership permits a member to:

- (i) vote on Association motions;
- (ii) vote in Association elections; and
- (iii) receive a discount on the Association's conference registration fees at least equal to the amount of the membership fee.

Article 4: Officers of the Association

The Officers of the Association shall comprise the following: (i) President, (ii) Vice-President Finance, (iii) Vice-President Communications, (iv) Vice-President Student Affairs.

Section 4.1: Executive Committee

The officers named in Article 4, plus the Past-President and President-Elect, shall constitute the Executive Committee with power to fix the time and place of the Association's general meetings, and conferences/workshops as provided in the By-Laws. The Executive Committee shall conduct the business of the Association in the period between general meetings.

Section 4.2: Eligibility

Any member may be elected as an Officers of the Association. However, the position of Vice-President Student Affairs shall normally be filled by student member.

Article 5: Duties of Officers

Section 5.1: President

The president shall:

- a. preside at all meetings of the Association at which she/he is present;
- b. act as Chair of the Executive Committee;
- c. be in full charge of the operations as well as responsible for the supervision of all assigned and delegated duties;
- d. be responsible for the development of a resource file on workshops, seminars and related activities of a professional nature.
- e. perform all the duties of the office of the Vice-President Student Affairs, in the event the position is vacant.

Section 5.2: Vice-President Finance

The Vice-President Finance shall:

- a. keep an accurate and current list of the members of the Association;
- b. report changes in the membership list to the Executive Committee;
- c. secure the approval of the President on all bills before payment;
- d. prepare and present financial statements to the Executive Committee at its annual meeting.
- e. perform other duties as may be assigned under the By-Laws, by the Executive or the President.
- f. perform all the duties of the office of President, in the case of the absence of the President or of the President's inability to act as such at any time or for any reason.

Section 5.3: Vice-President Communications

The Vice-President Communications shall:

- a. keep the minutes of the Association meetings and the minutes of the meetings of the Executive Committee;
- b. keep track of membership contact information and send communications to the membership;
- c. be responsible for Association Archives during term of office;
- d. be responsible for the promotion of the website

Section 5.4: Vice-President Student Affairs

The Vice-President Student Affairs shall:

- a. Promote the association to students, and help disseminate the information that is of particular interest to current or prospective student members;
- b. Communicate the evolving needs of student members to the Association, in order to help shape its activities (or something in that vein, suggesting a two-way flow of information).

Section 5.5: Vice-President International Relations

The Vice-President International Relations shall:

- a. Enhance the global visibility and reputation of the Canadian Health Economics Association.

- b. Identify and cultivate partnerships with international organizations and institutions, including fostering connections with other national health economics associations and the International Health Economics Association.
- c. Supervise the association's international endeavors, including coordinating joint activities with other health economics associations.

Section 5.6: Executive Vacancy

The Executive Committee shall have authority between general meetings to fill any vacancy not otherwise provided for.

Article 6: Nomination and Elections

Section 6.1: Nomination

- a) A call for nominations for the Officers of the Association (president-elect and vice-presidents) shall be advertised by way of electronic announcement distributed on the Association's list serve and posted on the Association's web page at least two months before the annual general meeting.
- b) Nominations shall be submitted to the Executive Committee at least one month before the annual general meeting.
- c) The Executive Committee shall bring all nominations received to the notice of the members.

Section 6.2: Elections

- a) Each member of the Association has the right to vote.
- b) The members in attendance at the annual general meeting shall elect the members of the Executive Committee from the final list of nominees.
- c) If there is more than one candidate for any position, members in attendance will vote by secret ballot. The candidate who receives the largest number of votes shall be declared elected. If there is only one candidate for a position, that candidate will be elected by acclamation.
- d) The names and positions of those elected will be reported to the membership immediately following the Annual General Meeting.
- e) When a vacancy occurs on the Executive Committee, the Executive shall elect a replacement to serve the remainder of the term. A vacancy may be advertised at any time, and the election may take place at any Executive meeting.
- f) The position of President-elect shall be held for one year. They shall automatically become President (listed in 5.1) in the year after being elected. The president shall automatically become Past-President for one year immediately following their term as president.
- g) The positions of vice-president (listed in 5.2, 5.3, and 5.4) shall be held for a one-year term.
- h) Individuals who complete one term are eligible to stand for re-election.

Article 7: Amendments

This constitution may be amended by a majority vote of the Executive committee or at the annual general meeting by a two-thirds vote of the members present and voting. One month's notice of motion shall be

required except where all of the Executive members present and voting agree to accept the motion from the floor.

The Executive committee may amend the following By-Laws at any time and such By-Laws shall have the force of law until they are modified, rescinded or adopted by the majority of Executive members.

Article 8: Meetings

Section 8.1: Annual General Meetings

The Association shall hold an in person general meeting annually. While the Executive Committee shall have power to advance, postpone or cancel a meeting in case of emergency, a duly constituted annual general meeting must be held within each second calendar year.

Section 8.2: Location

The location of Annual General Meeting of the Association shall take place within Canada and be decided upon by the Executive Committee.

Section 8.3: Executive Meetings

The Executive Committee shall meet at least once a year and will meet (via teleconference or in-person) more frequently with local organizers of the annual general meeting as required.

Article 9: Fees

Annual membership fees will be determined by the executive and posted on the website at least one month before the next annual general meeting.

- (i) The annual membership fee per Regular member, collected directly by the Association, will be set at \$20.
- (ii) The annual membership fee per Student member, collected directly by the Association, will be set at \$0.

Section 9.1: Corporate and governmental sponsorship

The rates and terms of sponsorship will be negotiated between the Executive Committee and the potential sponsors.

Section 9.2: Changes to Membership Fee

Any change to the membership fee shall be proposed by the Executive Committee by way of Notice of Motion to the membership at least one month prior to the Association's next general meeting. (See in conjunction with Sections 2 and 3).

Article 10: Expense Guidelines

The Executive Committee shall use the following as its guidelines for expenses incurred in the course of carrying out the Association's business:

- meetings shall be held in various geographic locations across Canada, subject to Article 8.2. The Executive Committee will attempt to represent all regions across Canada;
- as a general principle, accommodation, meals and transportation paid for by the Association should conform to treasury board guidelines;
- travel costs for invited speakers shall be by the most economical route not to exceed the cost of regular return airfare and minimum accommodation charge, regardless of mode of travel;
- accommodations for invited speakers will be booked at discount/minimum rate for suitable accommodations, wherever possible;
- Executive Committee members shall cover their own out-of-pocket costs associated with registration and accommodation at annual meetings;
- receipts shall be submitted for: transportation, accommodations, meals, conference dinner, and miscellaneous expenses by the local conference organizers to the Executive Committee in order to be reimbursed for expenses that cannot be covered out of locally raised funds.